

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #13-151**

OPENING DATE: 11 Dec 13 **CLOSING DATE:** 27 Dec 13 **AGENCY:** 5709 **PIN:** 0005

POSITION: FACILITIES MAINTENANCE REPAIRER SUPERVISOR (Grounds & Equipment)

SALARY RANGE: \$33,871.72

LOCATION OF POSITION: ANG Combat Readiness Training Center, 4715 Hewes Ave., Bldg. 1,
Gulfport, MS 39507-4324

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027,
Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237. **APPLICATION MUST
BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act*

MINIMUM QUALIFICATIONS:

1. High school graduate or GED and four (4) years experience in the grounds maintenance field with one (1) year supervisory experience; **OR**, any combination of education and related experience equivalent to graduation from a four year high school and four (4) years experience in the grounds maintenance field, except there shall be no substitution for the one (1) year supervisory experience.
2. Knowledge and the care of maintenance of grounds, landscaping, and the operation of medium to heavy size construction equipment.
3. Ability to understand and work from blueprints, sketches, and pencil layouts and ability to keep complex records and reports.
4. Physical condition of such nature as to permit moderate to heavy work with the ability to lift and move objects weighing up to 50 pounds.
5. Ability to deal tactfully with others.
6. Must possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
7. **As a condition of employment, must obtain a Class B Commercial driver's license within 90 days of employment.**

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Plans and directs the landscaping, seeding, mowing, weeding, cultivation, and general care of lawns and other grounds.
2. Supervises the removal of dirt, rubbish, leaves, and refuse from grounds and buildings, and the removal of construction debris from job sites.
3. Designs, plans, and supervises the cultivation, cleaning, and spraying of flowers, shrubs, and trees.
4. Directs and participates in maintenance of repair of roads, sidewalks, airfield pavements and parking lots.
5. Supervises and operates all types of grounds keeping equipment.
6. Supervises and operates all types of medium to heavy size construction equipment.
7. Repairs and maintains a variety of mechanical equipment and small engine driven machinery/tools.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94), MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.

Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.

Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.